

First Time Guest Checklist

Ninja Team

- ☐ C- Handwritten Card.
 - ☐ Voucher for free 2nd time-guest t-shirt.
 - ☐ Card mailed.
- ☐ A- Added to Planning Center.
- ☐ P- Put in PCO Workflow- First Time Guest.
- ☐ S- Significant Event Marked- First Time Guest & Date (under Edit Profile-ADMN).
- ☐ Number added to ninja report sheet.

Staff

- ☐ Number added to scoreboard (staff only.)
- ☐ Number added to email "Numbers and Confidentials".
- ☐ Process Queue processed under Ninja account.
 - ☐ Number matches Ninja Report Sheet.